



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

May 23, 2012

IOWA INSTRUCTION 120-394 – PURCHASING PROCEDURES

IA394.0 PURPOSE

This Iowa Instruction explains the procedures for purchasing IT equipment, supplies, furniture and equipment, vehicle repair, maintenance and accessories.

Further instructions regarding purchasing will be located under File Code 120.

IA394.1 SCOPE

These instructions will be followed by all NRCS employees.

IA394.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

A handwritten signature in blue ink, appearing to read "Richard Sims", is written over the filing instructions section.

Richard Sims
State Conservationist

Attachment

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Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-394 FIRST EDITION – PURCHASING PROCEDURES

1. PURPOSE:

This Iowa Instruction explains the procedures for purchasing IT equipment, supplies, furniture and equipment, vehicle repair, maintenance, and accessories.

All flowcharts have been revised to improve procedures and ensure compliance with the Federal Acquisition Regulation (FAR), the Agricultural Acquisition Regulation (AGAR) and local purchasing guidelines.

2. ROLES AND RESPONSIBILITIES:

All NRCS employees involved in the process of acquisition of supplies, services and construction (including the creation of a requisition, administrative approval of a requisition, certification of funds availability and purchasing against a requisition) are responsible for adhering to the processes identified in the following purchasing flowcharts.

3. PROCESS:

Attached are four flowcharts. They are:

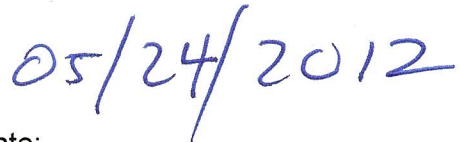
- Purchasing Supplies and Equipment under the Micropurchase Threshold
- Purchasing Supplies and Equipment Over the Micropurchase Threshold, all Services and Construction and End-of-Year Purchasing of Equipment
- Purchasing or Repairing IT Equipment
- Purchasing Vehicle Repair, Maintenance and Accessories

These flowcharts will take you step by step through the approval and purchasing process. For anything that does not fall into one of these categories, an AD-700 will need to be sent to Management Services Division in the State Office.



Approved By:

Date:



Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
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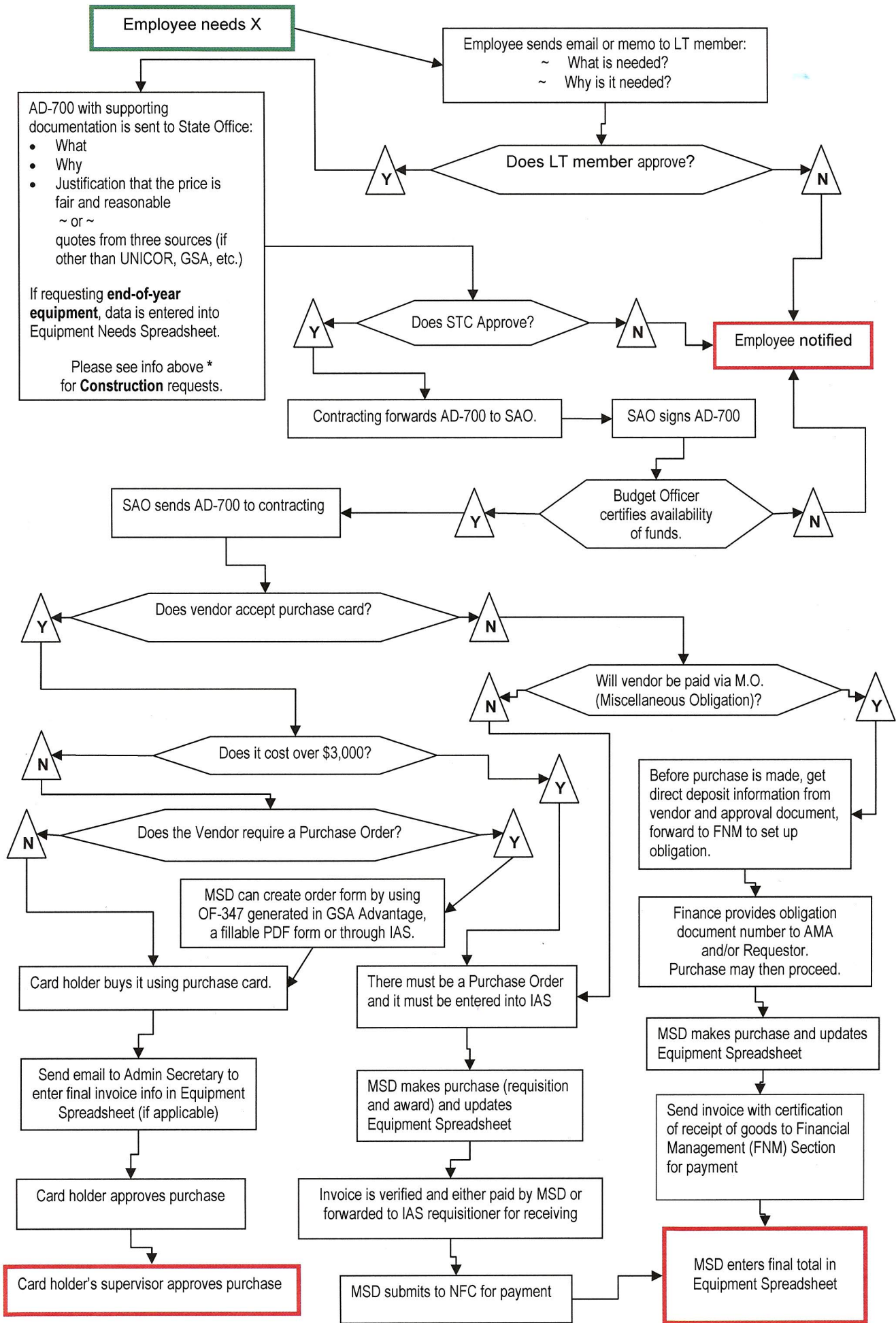
Purchasing Supplies and Equipment Over the Micropurchase Threshold, all Services and Construction and End-of-Year Purchasing of Equipment

PURPOSE: To provide all NRCS employees with the appropriate process for purchasing supplies and equipment over the micropurchase threshold limit of \$3,000. The flowchart is also to be used for all service and construction requests, regardless of cost, and end-of-year purchasing of equipment.

SCOPE: All NRCS employees, statewide in Iowa.

NOTE: All furniture requisitions OVER \$3,000 require consideration of UNICOR products (www.unicor.gov) before purchasing from ibExpress and GSA sources. If UNICOR products either fail to meet your specifications or are unreasonably priced please attach the information to the AD-700.

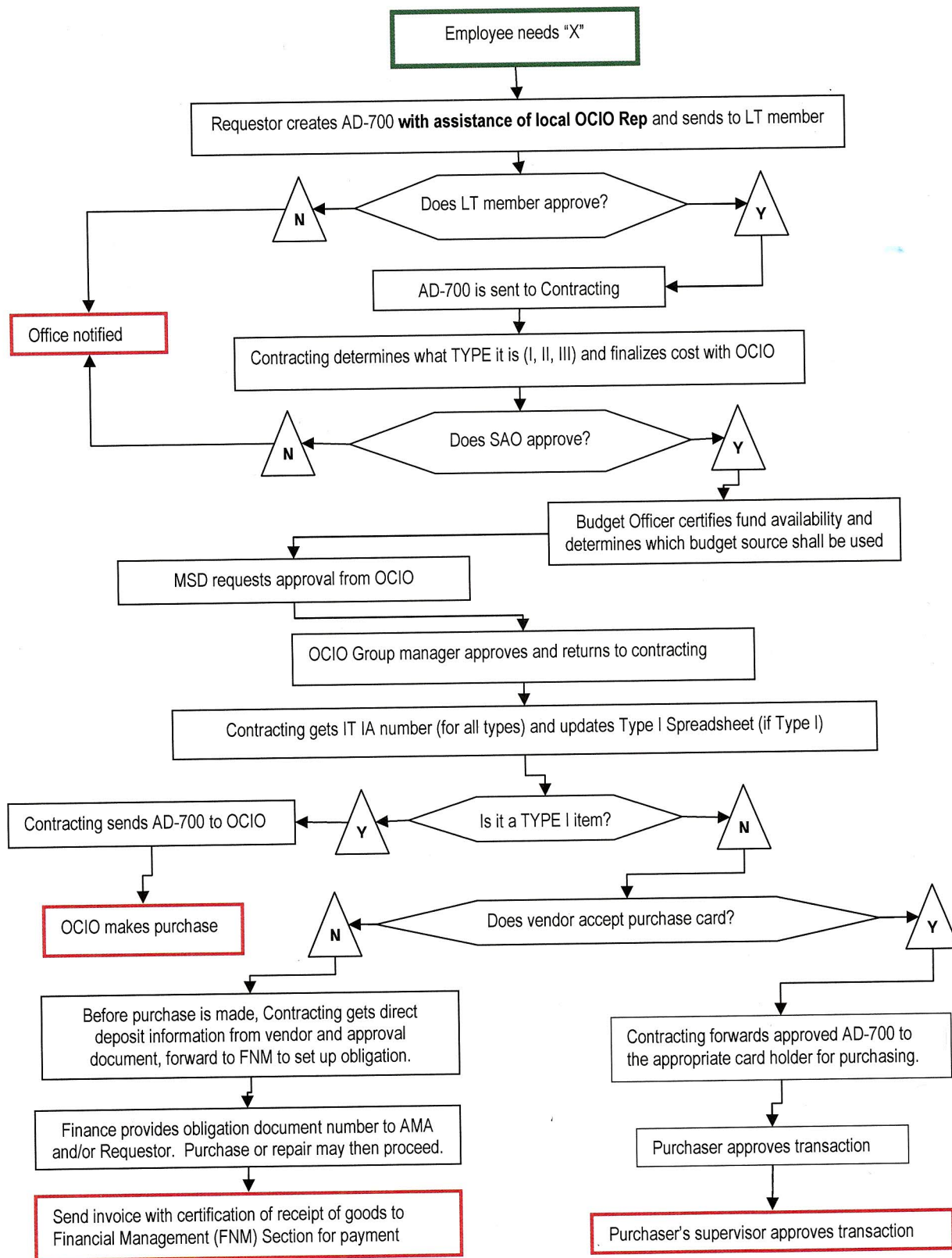
* **CONSTRUCTION ORDERS** estimated to cost over \$2,000 require MSD's use of formal solicitation procedures (MSD, and not Requestors, will obtain quotes). The requestor shall attach contact information for a minimum of three contractors and a Statement of Work to the AD-700.



Purchasing or Repairing IT Equipment
Computers, software, peripherals
(Not for "Supplies" like toner, fuser kits, maintenance kits and transfer kits)

PURPOSE: To provide NRCS employees the proper process for purchasing or repairing IT equipment. The chart also applies to items outside of the scheduled IT purchasing cycles.

SCOPE: All NRCS employees, statewide in Iowa

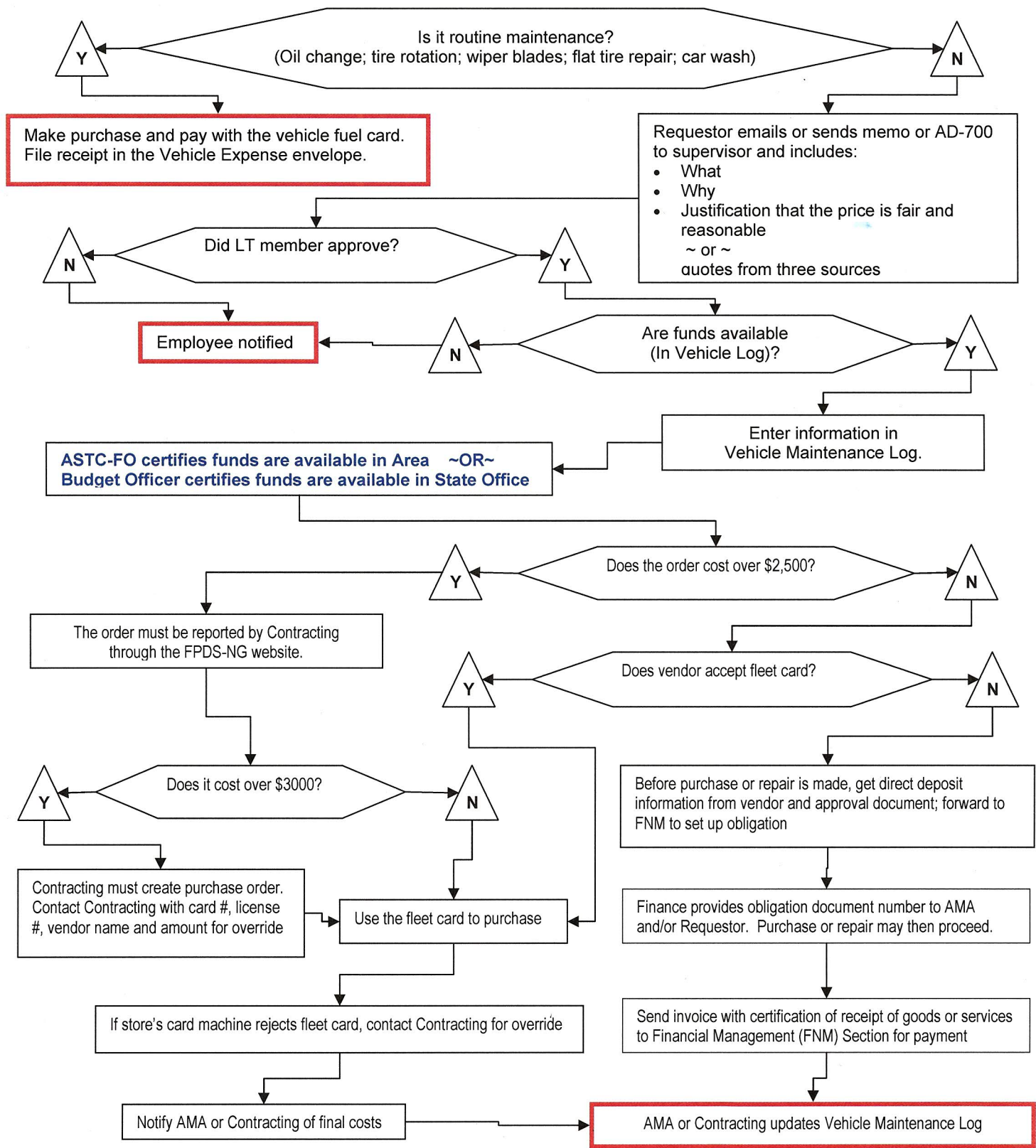


3/14/2012

Purchasing Vehicle Repair, Maintenance and Accessories

PURPOSE: For repairing, maintaining and equipping vehicles with required accessories
(Includes Calc-an-acres and All-Terrain Vehicles)

SCOPE: All Iowa NRCS employees



5/3/2012

Purchasing Supplies and Equipment Under the Micropurchase Threshold

PURPOSE: To provide all NRCS employees with the appropriate process for purchasing supplies up to the micropurchase threshold limit (if funding is available in your State or Area Supply Budget) of **up to \$3,000 for supplies and equipment**. Supplies include consumable IT items such as toner, transfer kits, fuser kits and maintenance kits.

SCOPE: All NRCS employees, statewide in Iowa. Each Area and State Office receives quarterly allocation for supplies and equipment tracked in spreadsheets.

